



**State of Wisconsin
Department of Administration**

**FIN302: Advanced Voucher
Processing Assessment Questions**

Version 1

Solution Guide

Module 1: Advanced Voucher Processing

Module Objectives:

- 1A: Upload a Voucher within PeopleSoft
- 1B: Create a Reversal Voucher to correct errors
- 1C: Enter an Adjustment Voucher as needed
- 1D: Post a Voucher within PeopleSoft
- 1E: Unpost a Voucher in order to make appropriate adjustments
- 1F: Close a Voucher at the end of the Voucher process

Question 1:

Type of Question: Multiple Choice

Objective: 1A: Upload a Voucher within PeopleSoft

Associated Module and Lesson: Module: Advanced Voucher Processing ; Lesson: Uploading Vouchers

Question: Which page can be used to find all pages and processes related to Vouchers?

Circle the Correct Answer(s):

- A. Voucher Search
- B. Invoice Information
- C. Vouchers
- D. Voucher Processes

Answer Key

Correct Answer with Rationale:

The answer is: **Vouchers**. The Vouchers page can be used to find all pages and processes related to Vouchers.

Question 2:

Type of Question: Multiple Selection

Objective: 1A: Upload a Voucher within PeopleSoft

Associated Module and Lesson: Module: Advanced Voucher Processing; Lesson: Uploading Vouchers

Question: When uploading a voucher using an Excel workbook, what can be done on the **Data Entry Worksheet**? Select all that apply.

Circle the Correct Answer(s):

- A. You can input data.
- B. You can select the fields to be used for inputting data.
- C. You can click the **Generate XML and Post** button to upload data.
- D. You can alter the formatting of the Data Entry sheet.

Answer Key

Correct Answer with Rationale:

The answers are: **Input data and Click the Generate XML and Post button to upload data.** The **Template Worksheet**, not the **Data Entry Worksheet**, is used to select fields for entering data on the Data Entry Sheet.

Question 3:

Type of Question: Multiple Choice

Objective: 1A:Upload a Voucher within PeopleSoft

Associated Module and Lesson: Module: Advanced Voucher Processing; Lesson: Uploading Vouchers

Question: A user can upload vouchers by uploading an Excel spreadsheet or _____.

Circle the Correct Answer(s):

- A. using the Vouchers Search page.
- B. interfacing from third-party systems.
- C. using the Vouchers Entry page.
- D. using the Invoice Information page.

Answer Key

Correct Answer with Rationale:

The answer is: **interfacing from third-party systems**. Vouchers can be uploaded into PeopleSoft from third-party systems. Entering vouchers online is not considered an upload.

Question 4:

Type of Question: Multiple Choice

Objective: 1A: Upload a voucher within PeopleSoft

Associated Module and Lesson: Module: Advanced Voucher Processing; Lesson: Uploading Vouchers

Question: Which page is used to delete vouchers in bulk?

Circle the Correct Answer(s):

- A. Voucher Mass Deletion page.
- B. Voucher Mass Maintenance page.
- C. Voucher Mass Erasure page.
- D. Voucher Closure page.

Answer Key

Correct Answer with Rationale:

The answer is: **Voucher Mass Maintenance page.** This page is used to perform a host of mass maintenance operations, including deletion and unposting.

Question 5:

Type of Question: Multiple Selection

Objective: 1B: Create a Reversal Voucher to correct errors

Associated Module and Lesson: Module: Advanced Voucher Processing; Lesson: Creating a Reversal Voucher

Question: Reversal Vouchers can be used to _____. Select all that apply.

Circle the Correct Answer(s):

- A. credit associated vouchers.
- B. reopen associated purchase orders.
- C. unmatched matched documents.
- D. adjust several vouchers at the same time.

Answer Key

Correct Answer with Rationale:

The answers are: **credit associated vouchers, reopen associated purchase orders, and unmatched matched documents.** These are things reversal vouchers can be used for. Reversal Vouchers cannot be used to adjust several vouchers at the same time.

Question 6:

Type of Question: Multiple Choice

Objective: 1C: Enter an Adjustment Voucher as needed

Associated Module and Lesson: Module: Advanced Voucher Processing; Lesson: Entering an Adjustment Voucher

Question: When completing an adjustment voucher, the **Copy From Worksheet** link on the **Invoice Information** page is used to copy _____.

Circle the Correct Answer(s):

- A. individual voucher lines.
- B. an entire voucher.
- C. supplier information.
- D. voucher pay terms.

Answer Key

Correct Answer with Rationale:

The answer is: **individual voucher lines**. The **Copy From Worksheet** link is used to copy individual voucher lines from the related voucher into the adjustment voucher.

Question 7:

Type of Question: Multiple Selection

Objective: 1D: Post a voucher within PeopleSoft

Associated Module and Lesson: Module: Advanced Voucher Processing; Lesson: Posting a Voucher

Question: Before a voucher can be posted, what must be true? Select all that apply.

Circle the Correct Answer(s):

- A. The voucher passed Combination Editing.
- B. The voucher has been budget checked.
- C. The voucher is approved.
- D. The voucher has been matched.

Answer Key

Correct Answer with Rationale:

The answers are: **The voucher passed Combination Edit, The voucher has been budget-checked and The voucher is approved.** For a voucher to be posted, it must pass combination editing, budget checking and it must be approved.

Question 8:

Type of Question: Multiple Selection

Objective: 1D: Post a voucher within PeopleSoft

Associated Module and Lesson: Module: Advanced Voucher Processing; Lesson: Posting a Voucher

Question: After passing the necessary requirements, how can a voucher be posted? Select all that apply.

Circle the Correct Answer(s):

- A. Automatically by the Process Scheduler.
- B. Automatically using the Excel Upload.
- C. Manually using the Voucher Build Request page.
- D. Manually using the Worklist.

Answer Key

Correct Answer with Rationale:

The answers are: **Automatically by the Process Scheduler** and **Manually using the Voucher Build Request page**. Vouchers can be posted automatically by the Process Scheduler or users can manually post vouchers in bulk on the Voucher Build Request page.

Question 9:

Type of Question: Multiple Choice

Objective: 1D: Post a voucher within PeopleSoft

Associated Module and Lesson: Module: Advanced Voucher Processing; Lesson: Posting a Voucher

Question: After a voucher is posted, which field can you still edit?

Circle the Correct Answer(s):

- A. Comments
- B. Approval Status
- C. Business Unit
- D. Currency

Answer Key

Correct Answer with Rationale:

The answer is: **Comments**. Comments, pay terms and the fields on the payment pages are the only fields that can be changed once a voucher has been posted without first unposting it.

Question 10:

Type of Question: Multiple Choice

Objective: 1E: Unpost a voucher in order to make appropriate adjustments.

Associated Module and Lesson: Module: Advanced Voucher Processing; Lesson: Unposting a Voucher

Question: If you click the **Unpost** button, when will the voucher become unposted?

Circle the Correct Answer(s):

- A. Immediately after you click the **Unpost** button.
- B. After the nightly batch process has run.
- C. After the administrator runs the daily unposting process.
- D. After the weekly General Ledger Journal Line Adjustment.

Answer Key

Correct Answer with Rationale:

The answer is: **Immediately after you click the Unpost button.** Unposting a Voucher happens instantaneously when the Unpost button is chosen.

Question 11:

Type of Question: Multiple Selection

Objective: 1F: Close a Voucher at the end of the Voucher process

Associated Module and Lesson: Module: Advanced Voucher Processing; Lesson: Closing a Voucher

Question: Which of the following must be true before a voucher can be marked for closure? Select all that apply.

Circle the Correct Answer(s):

- A. The voucher is not selected for payment.
- B. The voucher is posted.
- C. The voucher is approved.
- D. The voucher is budget checked.

Answer Key

Correct Answer with Rationale:

The answers are: **The voucher is not selected for payment** and **The voucher is posted**. For a voucher to be eligible for closure, it must not be selected for payment and must not be posted.

Module 2: Accounts Payable Workflow

Module Objectives:

- 2A: Describe the Accounts Payable Workflow in PeopleSoft

Question 12:

Type of Question: Multiple Selection

Objective: 2A: Describe the Accounts Payable Workflow in PeopleSoft

Associated Module and Lesson: Module 2: Accounts Payable Workflow; Lesson: Accounts Payable Workflow

Question: Which of the following is true about the Accounts Payable Workflow? Select all that apply.

Circle the Correct Answer(s):

- A. Matching vouchers with appropriate documents occurs automatically.
- B. Approvers are notified of pending tasks through the worklist.
- C. Two levels of approval are required for vouchers.
- D. Ad hoc approvals are permitted.

Answer Key

Correct Answer with Rationale:

The answers are: **Matching vouchers with appropriate documents occurs automatically** and **Approvers are notified of pending tasks through the worklist**. In PeopleSoft, matching of Vouchers with documents occurs automatically based on preset rules. Additionally, approvers are notified of pending tasks via the Worklist. AP Workflow does allow for ad-hoc approval and it automatically requires only one level of approval.